



|    | REQUIREMENTS   |
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| 1  | Application Letter   |
| 2  | CHED Application Form  |
| 3  | Curriculum Vitae   |
| 4  | Certificate/s of Employment  |
| 5  | Certificates in lectures /Trainings w/<br>narrative report attached to the certificates  |
| 6  | Membership in organizations (professional,<br>cultural, etc.) while employed   |
| 7  | Community involvement, if any w/ narrative<br>report attached to the certificates  |
| 8  | Pictures at work with description/ caption   |
| 9  | Letter(s) of recommendation, awards, if<br>any   |
| 10 | Passport pages indicating port of entry/ies,<br>if any   |
| 11 | PSA Authenticated birth certificate  |
| 12 | Official Transcript of Records (for non-UB)<br>and other transfer credentials/certificate of<br>deficiency (for UB students)/evidence of<br>graduation from high school (for high<br>school graduates) |
| 13 | NBI Clearance  |
| 14 | Others   |

**NOTE:** Applicant must submit two (2) folders: One (1) original copy to be returned after the validation assessment, and one scanned copy (1) for the University file.

**FORMAT:**

- Font size – 11
- Font style – Arial